

**2004 U.S. Environmental Protection Agency
National Site Assessment Symposium
San Diego, California
June 28-30, 2004**

Poster Program Guide

This guide presents guidelines and information about completing and presenting a poster during the 2004 U.S. EPA National Site Assessment Symposium. All symposium participants are eligible to present a poster. To reserve space to present a poster, you need to submit an application form (last page of this document). If you are interested in presenting a poster, we encourage you to submit an application at your earliest convenience.

Poster Presentation Opportunities

By presenting a poster, you have the opportunity to engage your audience for the entire length of the symposium as opposed to one particular session. The symposium agenda includes session breaks and lunch breaks during which you can discuss your poster with symposium participants.

During these scheduled periods, we recommend that you stand near your poster so that viewers may ask you questions. You are not required to attend these sessions, but we highly recommend you do so to maximize your opportunities to present your project or activity and to be available to symposium participants to discuss your poster.

Poster Topics

You may prepare a poster presentation on any topic relevant to a site assessment audience. We encourage you to consider a poster presentation on a current project, site-specific case study, a successful approach implemented during site assessment activities, or an innovative approach for dealing with a challenging situation. Please note that “commercial” posters are not allowed. Your poster is intended to present a visual account of a site assessment project or activity, and not to market the qualifications of any particular individual or organization.

Poster Specifications

Each poster presenter will use a panel that is 24 inches wide by 36 inches high that sits on a poster easel. We suggest that your poster and other materials be lightweight so as to allow for easy shipping and positioning. A small table will be available to place additional materials relating to your presentation. Your poster presentation must fit within the available space no free-standing posters or exhibits will be permitted.

You can use laptop computers and other electronic equipment for your poster presentation. However, the use of such equipment is intended to supplement the poster materials displayed on the panel. Poster displays made up of just a laptop computer or other electronic equipment are not permitted. If you use electronic equipment, you must provide the equipment and are solely

responsible for it. We recommend that you only use the equipment during the scheduled poster sessions.

Questions or Additional Information

Please contact the Anne Hodge at hodge.anne@epa.gov or Monique VanLandingham at mvanlandingham@e2inc.com.

2004 U.S. Environmental Protection Agency National Site Assessment Symposium Summary of Poster Presentation Guidelines

Eligibility

All symposium participants are eligible to prepare a poster presentation.

Poster Presentation Sessions

Poster presentations discussions can take place during session breaks and the lunch break during the symposium.

Topics

Poster presentations may be on any topic relevant to a site assessment audience.

Poster Specifications

Poster presentations must fit on a 24 inches wide by 36 inches high poster. A small table will be available for additional materials. The use of laptop computers or other electronic equipment is permitted as long as it supplements the poster display materials. However, the poster author must provide the equipment and is solely responsible for it.

Poster Presentation Contact

Anne Hodge, U.S. Environmental Protection Agency, (703) 603-9069, hodge.anne@epa.gov
Monique VanLandingham, at E² Inc. 434-975-6700, mvanlandingham@e2inc.com.

2004 U.S. EPA National Site Assessment Symposium

Poster Application Form

Presenter Information

Name (Mr./Ms.): _____

Title: _____

Department: _____

Mail Code: _____

Organization: _____

Address: _____

City, State, Zip Code: _____

Phone: _____

Fax: _____

E-Mail Address: _____

Poster Information

Poster Title: _____

1. Will You Be Using a Laptop Computer or Other Equipment for Your Poster Presentation?

☐ Yes

☐ No

If Yes, What Type of Equipment Will You Be Using and How Will it Be Used? Note that you must provide the equipment and are solely responsible for it.

2. Write a Brief Description of Your Poster (2-3 Sentences).

3. Provide a More Detailed Summary of Your Poster (Paragraph). Note that this summary will be included in a Poster Presentation Booklet that will be distributed at the symposium.

Please submit this form to Monique VanLandingham by mail at E² Inc. 2417 Northfield Road, Charlottesville, VA 22901, by fax at 434-975-6701, or by email at mvanlandingham@e2inc.com. For questions, please call Ms. VanLandingham at 434-975-6700.

If you have not done so already, please register for the 2004 U.S. EPA National Site Assessment Symposium at <http://www.epa.gov/superfund/programs/siteasmt/symp04/index.htm>.